

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

BUSINESS OPERATIONS ANALYST

Role Title: Program Administration Specialist II

Position: #00100

Pay Band 5, Level II, Hiring Range: \$40,959 – \$70,000

Closing Date: December 17, 2012

Exciting opportunity to participate in the development and implementation of health system innovation projects and change processes in the Division of Health Care Services. This new position will be charged with identifying emerging trends in health industry business practices that can be applied to the Virginia Medicaid program. This individual will serve on a strategic development team designing targeted strategies for health network capacity-building and implementing innovative programs. The successful candidate must have significant professional level experience with managed care, business operations, and strategic planning and development. In addition, data extraction experience with statistical tools such as SAS, Oracle and/or Cognos is a plus. Must have experience in project management and implementation including knowledge of process redesign and tactical execution. This position requires demonstrated ability to communicate effectively orally and in writing. Requires demonstrated ability to interpret data and prepare comprehensive reports. Prefer degree with major study in health care field; advanced degree in business, health or public administration strongly preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://dmasva.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information and assistance. EEO/AA/ADA